

# STATE OF COLORADO

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## GOVERNOR'S ENERGY OFFICE

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Bill Ritter, Jr.  
Governor

Tom Plant  
Director

**Dear Applicants,**

**It is important to read this Request for Applications (RFA) application completely prior to responding. All previous grant winners have been awarded due to their understanding of the requirements articulated within this RFA.**

Thank you for your interest in the Governor's Energy Office RFA. Governor Ritter salutes the many companies and organizations that are engaged in advancing the New Energy Economy and establishing Colorado as a national leader in innovation and implementation of energy efficiency and renewable energy.

In this issuance of the GEO RFA program, you will see several new features. First of all, we will be conducting an "interested applicants' webinar" to go over ways in which you can make your application more competitive. We will also be highlighting many of the issues which led to rejection of applications in previous rounds of grant funding.

We understand that you spend many days putting together a grant request; however failure to follow guidelines will lead to disqualification. We must maintain a level playing field and these requirements are essential to ensure a fair process for all. So please pay attention to the grant guidelines.

We acknowledge that you fully expect your project to win the competitive process for an ARRA grant. We expect you wouldn't bother to submit an application otherwise. If previous grant cycles are any indication, we will receive far more applications than we can fund. Effectively conveying the reasons you believe your project is superior will require effort. In the last round of the **NEED** RFA, we received 219 applications, we funded 14. It should be understood that this process is very competitive and only well thought out applications that meet the guidelines contained in each RFA should be submitted. The Compressed Natural Gas RFA has up to **\$675,285** in grant funding for the **Garfield County**, and **\$288,000** for areas **outside of the Garfield County, on the Western Slope and the Front Range**.

Some mandatory requirements for this RFA submission are as follows:

- All RFA submissions must be received [geogrants@state.co.us](mailto:geogrants@state.co.us) by 5:00pm on February 16<sup>th</sup>, 2010. The GEO is not responsible for technical or submission issues at the time of submission. If the GEO inbox has a timestamp of 5:01pm or after the submission is automatically disqualified from review. The GEO anticipates a high volume of application submissions and cannot guarantee that those sent on February 16, will be received by the GEO inbox by 5:00pm. Please be sure to plan accordingly when submitting an application to accommodate for the anticipated high volume of submissions.

- All Attachments are required using GEO provided templates unless otherwise stated.
- You must provide a detailed project budget which details the budget of the grant funding request within this application.
- You must provide projected timeline/milestones for the project that begins with the listed start date.
- ARRA funding requires that all sub-contracted work be bid competitively. You must provide justification of a competitive process if this step has been completed before the grant submission deadline.

**\*Upon a grant award the GEO has the right to request any additional information or documentation for contracting purposes. Any entity that does not provide such information or documentation within 30 days of grant award will automatically be disqualified from grant funding.\***

Once again, thank you for your participation in the New Energy Economy and your commitment to a sustainable future for Colorado.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Plant", with a stylized flourish at the end.

Tom Plant  
Director, Governor's Energy Office

# American Recovery and Reinvestment Act

## CNG Infrastructure Project

### GRANT GUIDELINES

Application must be submitted electronically and received by:  
February 16, 2010 at 5:00 p.m. MST



**January 2010**

THE GOVERNOR'S ENERGY OFFICE  
1580 Logan Street, Suite 100  
Denver, CO 80203

[www.colorado.gov/energy/recovery](http://www.colorado.gov/energy/recovery)

Governor's Energy Office energy efficiency and renewable energy updates

<http://www.colorado.gov/recovery/>

Colorado's American Recovery & Reinvestment Act updates –all programs

[www.recovery.gov](http://www.recovery.gov)

White House recovery website

**Governor's Energy Office  
American Recovery and Reinvestment Act  
CNG Infrastructure Project Grants  
New Energy Economic Development (NEED)  
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**Attachments:**

**Attachment A: Application Template- Required**

**Attachment B: Business Certification-Required (PDF format provided by the GEO is required with the application submission)**

**Attachment C: Infrastructure Chart- Required (May be returned in Word or Excel)**

**Attachment D: Budget Sheet for ARRA Funding- (Must be returned in Excel)**

**OR**

**Attachment E: Budget Sheet for Non-ARRA Funding (within Garfield County locations) (Must be returned in Excel)**

**Appendices:**

**Appendix #1- State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)-Please Review**

**Appendix #2 – Solicitation Terms for ARRA Acquisitions**

**Appendix #3- State of Colorado Model Contract-Please Review**

**I. Grant Background Information**

**A. ARRA – State Energy Plan**

The American Recovery and Reinvestment Act (ARRA) presents an extraordinary opportunity to strengthen Colorado's New Energy Economy and will create new green jobs across the state. With this opportunity also comes a need for additional oversight to ensure these funds are invested effectively, efficiently, wisely, and with an unprecedented level of transparency and accountability. The Governor's Energy Office (GEO) will work diligently to honor this responsibility to the taxpayers and the public. The GEO will use recovery dollars to eliminate barriers to energy efficiency and renewables for homeowners and businesses. Part of this effort includes supporting the further development of alternative fuel infrastructure in Colorado through grants funded by the State Energy Plan (SEP).

These grants provide funding to advance energy efficiency and renewable energy for commercial and industrial projects, including residential program applications, throughout the State of Colorado. Under the GEO's stewardship, part of the SEP fund will be used to target investments in energy efficiency and renewable energy installations that create jobs in CO and reduce carbon emissions. SEP competitive grants will be released through 2010. The scheduled release of grants can be found at the GEO's: [www.colorado.gov/energy](http://www.colorado.gov/energy).

This application attempts to gather all the necessary information required for project selection, as developed from the Department of Energy guidelines for SEP funding, for projects that will successfully increase the availability of **compressed natural gas for vehicle fueling infrastructure**. Project developers interested in increasing the availability of biofuel station infrastructure should refer to the GEO website and review funding opportunities under *The Governor's Biofuels Coalition*. Only compressed natural gas (CNG) projects will be awarded in this Request for Funding (RFP). If, at any time, the GEO determines that additional information is required, it has the ability to reissue, cancel, or modify this RFA without penalty.

## **B. ARRA – Goals**

The goals of the ARRA Act include the following:

1. To preserve and create jobs and promote economic recovery.
2. To assist those most impacted by the recession.
3. To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
4. To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
5. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Organizations are to manage and expend ARRA funds so as to achieve these goals, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award must align with these goals.

Colorado has been selected as one of sixteen core states which will be monitored and audited over the next three years to provide an analysis of the use of funds under the ARRA.

## **D. CNG Infrastructure Project- Goals**

The goals of the CNG Infrastructure Project :

1. To increase the viability of CNG as an alternative fuel in Colorado
2. To displace diesel or regular petroleum fuels with a cleaner burning, Colorado produced fuel
3. To invest in transportation infrastructure that will provide long-term economic benefits
4. To invest in transportation infrastructure that will provide local environmental benefits

## **II. Administrative Information**

### **A. ARRA Specific Requirement**

This guidance is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub L. 111-5 (ARRA or the Act). It is the responsibility of Awarded Applicants to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this grant. The **Appendix 1, Terms and Conditions Use of American Recovery and Reinvestment Act of 2009 (ARRA) Funds** provides specific requirements specifically for this grant. In addition to the ARRA requirements, DOE grant specific requirements may be incorporated into contract. Awarded Applicants will be required to obtain a DUNS number (or updating the existing DUNS record), and register with the Central Contractor Registration (CCR).

Each Grantee awarded funds made available under the Recovery Act shall promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has

committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

#### **B. Proprietary/Confidential Information**

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the Applicant for confidentiality shall be submitted to the GEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the GEO. The Applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the statutory basis for the request under Public (open) Records Act. (Section 24-72-201 et. seq., C.R.S.). Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential. The GEO will make a written determination as to the apparent validity of any written request for confidentiality. In the event the GEO does not concur with the Applicant's request for confidentiality, the written determination will be sent to the Applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

#### **C. Organizational Conflict of Interest- Requirements of this Application and Subsequent Contract**

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract.

No person or business entity who was engaged by the State to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The State considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the State determines that an Organizational Conflict of Interest exists, the State, at its discretion, may cancel the contract award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

#### **D. RFA Response Material Ownership**

The State has the right to retain Applicants original applications and other RFA response materials for its files. As such, the State may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the "Notice of Intent to Make an Award" letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The State has the right to use any or all information/material presented in reply to the RFA, subject to limitations outlined in the clause, Proprietary/Confidential Information. Offeror

expressly agrees that the State may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

#### **E. Doing Business in Colorado**

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's Web site: <http://www.sos.state.co.us>. (Recommend going to the "Business Center" section, then opening the "Business Home" page, under the "General Information" section review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by the State.

#### **F. Binding Offer**

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Application Summary Sheet (**Attachment A-GEO provided document**) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations. By submitting an application the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The Applicant further agrees to cooperate with GEO and expedite the contracting process upon notice of award.

#### **G. Model Contract with Solicitation Terms for ARRA Acquisitions and ARRA Supplemental Provisions**

Except as modified, the Model Contract (**Appendix #3**), **State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (Appendix #1)**, and the **Solicitation Terms for ARRA Acquisitions (Appendix #2)** included in this RFA shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA.

The Applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the Applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications. The State's

This guidance is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub.L.111-5 (ARRA or the Act). It is the responsibility of the Awarded Applicant to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this project. The **Appendix #2, State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)**, provides specific requirements specifically for this grant.

## **H. News Releases**

News releases pertaining to resulting awards from this application shall NOT be made prior to the execution of the contract without prior written approval of the State.

## **I. Disclaimer**

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the GEO at the time of the RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was result of intentional misrepresentation by the GEO.

## **I. Inquiries**

The GEO will hold a Q&A webinar regarding all posted solicitations within this grant cycle on Friday, January 22<sup>nd</sup> from 10:00am-12:00pm. The GEO will provide information regarding best practices and RFA guidelines. Webinar participants will have the opportunity to provide written questions regarding the application or the RFA criteria at that time via the webinar portal. The GEO will be unable to answer any questions pertaining to individual project proposals. Responses will be answered in writing and posted on the GEO website by 5:00pm January 29, 2010. Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of this application during the open solicitation period. Applicants should not contact GEO staff or any other state office or individual regarding this application. Directions for webinar registration will be posted with the RFA on the GEO website at [www.colorado.gov/energy](http://www.colorado.gov/energy).

## **III. Application**

### **A. General Objective**

For the competitive application process, the GEO will consider funding requests for the following purposes:

- projects that lead to the installation of commercially available Compressed Natural Gas (CNG) equipment to support expanded infrastructure transportation in the municipal and public sectors;
- these projects will quickly lead to new jobs, energy savings, green house gas emission reduction in Colorado, and demonstrates an excellent leveraging of GEO ARRA SEP funds;
- it is mandatory that funded projects begin construction 3 months after receiving NEPA approval and have a targeted completion within 12 months of contract execution date.

### **B. Priority Areas**

For this RFA the GEO has established three priority areas for projects. Projects that are outside of these project areas may still apply for funding, but may receive a lower rating. Projects that are to be completed in the following areas are encouraged to apply:

- 1) Within Garfield County, close to or in the City of Rifle, Colorado
- 2) Within Garfield County
- 3) Projects located on a major highway corridor in the northern Front Range area

The GEO reserves the right to determine if projects fall within these three core areas.

### C. Available Funding

In addition to the ARRA SEP funding, the GEO has secured additional funding for infrastructure development. These funds are restricted to a geographical area and type of expenses that are eligible. Only ARRA SEP funds are required to follow federal requirements identified in Appendix 1 and described under **Administrative Information: Part A ARRA Specific Requirement**. Projects funded with state funds/donations are NOT required to meet ARRA Specific Requirements but MUST ensure the all required state and local permits are received.

Please note: the following amounts are the maximum that can be awarded. GEO funding decisions will be based on project funding needs after tax incentives. The GEO assumes that all tax incentives will be fully utilized by the appropriate entities; therefore awards will not exceed a percentage of total out of pocket/after tax credit costs for all eligible CNG projects. Tax incentives information can be found at the Department of Energy website: [www.afdc.energy.gov/afdc/](http://www.afdc.energy.gov/afdc/)

Location	Funding Type	ARRA Specific Requirements	Funding Maximum per Award	Number of Project Awards	Total
Garfield County	State/Donations	NO	100% of out of pocket project costs	0-4	\$675,285
Western Slope (outside of Garfield County) & Front Range	ARRA SEP	YES	50% of out of pocket costs for equipment	0-3	\$288,000

### C. Prohibition on Use of Funds

According to the U.S. Department of Energy (DOE), ARRA SEP funds can NOT be used for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures,
- To purchase land, a building or structure or any interest therein,
- To subsidize fares for public transportation,
- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures, or
- To purchase equipment, conduct research, or engage in development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available;
- The following projects are specifically noted under ARRA Section 1604: casino or other gambling establishments, aquariums, zoos, golf courses, or swimming pools. Project applications for all or part of one of these categories shall be denied.

#### **D. CNG Specific Prohibited Projects**

Due to concerns with achieving NEPA approval in a timely fashion and the requirements of completing projects in one year of contracting, the following projects are prohibited:

1. Projects that will not located at an existing fueling station or yard. Station must be currently in operation.
2. Projects that do not receive state or local permits prior to construction.
3. Projects that will require the extraction of underground storage tanks that the DOE or the GEO considers environmentally compromised.
4. Projects that use used equipment. Only new equipment may be used for projects receiving the GEO funding.
5. Only CNG projects that have not yet begun construction can be considered. No funding can be awarded to projects that have initiated construction of or purchased equipment for the project prior to the signing of a contract with GEO.

#### **D. National Environmental Policy Act (NEPA) Implementing Procedures**

NEPA is a Federal law that serves as the Nation's basic charter for environmental protection. It requires that all Federal agencies consider the potential environmental impacts of their proposed actions. NEPA promotes better agency decision-making by ensuring that high quality environmental information is available to agency officials and the public before the agency decides whether and how to undertake a major Federal action. NEPA compliance is a part of the GEO's decision-making process for the types of projects and activities funded by the ARRA. Awarded Applicants will be responsible for complying with all NEPA Implementing Procedures, as well as the Historic Preservation Act, and others.

Specifically, only projects that are categorically excluded will be eligible for NEED grant funding such as the following:

- For Renewable Energy Projects, projects under 230 kV may be directly funded. For projects over 230 kV, only technical assistance may be provided versus direct project funding.
- For Energy Efficiency projects, modifications to buildings that comply with [10 CFR Ch. X \(1-1-08 Edition\) Pursuant Pt. 1021, Subpart D, Appendix B \(specifically sections B1.3 & 4\)](#) are eligible for funding.

DOE's NEPA regulation lists classes of actions that normally do not require NEPA review because, individually or cumulatively, they do not have the potential for significant environmental impacts.

Examples are information gathering activities, certain energy conservation measures, bench-scale research, and some pilot and demonstration projects. The complete list of DOE categorical exclusions is contained in [Appendices A and B to Subpart D of DOE's NEPA regulations \(10 CFR Part 1021\)](#). In all instances National Historic Preservation Act rules shall be followed, and waste materials shall be handled properly and Awarded Applicants will be required to validate proper disposal of waste materials. Any project that could potentially trigger extended environmental reviews may not be considered for GEO funding. The GEO reserves the right to make any applicant's application for grant funding ineligible due to NEPA approval concern.

#### **IV. Response Format & Application Requirements**

##### **A. General Instructions**

The application template, attachment C, MUST be used. Please manipulate the space for the responses as necessary. Please note: **excluding the required forms and attachments**, the completed application template document must not exceed ten (ten) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins. NO hard copy applications will be received, but must be sent to [geogrants@state.co.us](mailto:geogrants@state.co.us). Subject: "CNG Application – ENTITY NAME." The GEO requests that all materials be included as attachments to one email, however if your documents are too large to send in one email, you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently.

If you are applying for multiple projects, whether they are eligible under the same funding sources or not, you will be required to fill out all attachments for each site. Each project that requests funds must have all attachments.

Letters of commitment may be attached for COMMITTED FLEET or FUEL PURCHASER S of the project ONLY. NO letters of commitment should be attached from other entities than fleets. NO letters of support from non-essential fleets, elected officials or community members will be accepted. Attaching such will negatively affect proposal ratings. Letters of commitment should signify the number of vehicles anticipated fueling at the site, the anticipated volume expected to purchase and/or a procurement/retrofit plan.

##### **B. Application Response Requirements**

Applicants shall complete the following information about the proposed project:

***Attachment A: Application Template- Required***

***Attachment B: Business Certification-Required***

***Attachment C: Infrastructure Chart- Required***

***Attachment D: Budget Sheet for ARRA Funding OR***

***Attachment E: Budget Sheet for Non-ARRA Funding (within Garfield County locations)***

##### **C. Application Submission**

Applications must be received by 5:00 p.m. (MST) on February 16th, 2010. The GEO is not responsible for technical or transmittal issues when submitting a grant application. **ALL** applications with a GEO inbox timestamp of 5:01 p.m. or after will automatically be disqualified from the grant review process **NO EXCEPTIONS.**

**All incomplete applications or applications received after the deadline will be disqualified and will not be considered for funding.**

**Please note that the GEO provided formats of attachments A and B are required for all applications.**

## **V. Evaluation and Award Selection Process**

### **A. Evaluation Team**

All applications will be reviewed by an Evaluation Team comprised of GEO staff, representatives from the Office of Economic Development & International Trade (OEDIT), CDPHE and other evaluators as appropriate. Applicants will be notified when/if additional information, documentation or personal interviews with project principals are required. All information required to complete the application for funding is provided herein. Any additional information or inquiries pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process.

When considering projects for funding, the evaluation team will weigh a number of factors, including but not limited to:

- The proposed development and maturity of the project including the amount of fuel anticipated to be displaced, commitments by local fleets to utilize the fuels, strength of project teams and the perceived risk of the project.
- Funds leveraged and comparison of measurable merits. Funds leveraged relates to the composition of current funding sources as compared to the amount of grant request.
- Geographic/market diversity favors projects that impact geographic areas, technology, and agencies that are not typical for grantee applications, as well as their fit into the priority areas.
- The quantity and quality of jobs created by the project;

### **B. Scoring Process & Scale**

When considering projects for funding, reviewers will score applications in the following categories. Each category is worth 25 points. A total of 75 points per proposal is possible.

- **Project Development (From the following sections of the Application Template: *Project Site Information, Project Description, Project Leadership, Project Tasks and Milestone, Project Impacts*)** - When considering the development of the project, take into account, project narrative, staff project management experience, NEPA impacts and ability to ensure federal requirements (if applicable), ability to complete all state permitting, qualifications and facilities requirements, project tasks, and project milestones.

*1 point – 5 points* = This project is not developed. There is no sound plan for implementation. No achievable milestones or tasks. Leadership is not experience in this type of development project. Not able to complete federal requirements.

*6 points -10 points* = This project's development is questionable. The project may have been partly developed but is not feasible based on the present implementation plan. Little achievable milestone or tasks. The implementation plan is vague or missing key elements. Project leadership has some demonstrated expertise, but still questionable. Federal requirements may be met, some risk involved.

*11 points -15 points* = This project has a reasonable level of development, and the installation has a chance of being successful. The implementation plan is primarily thought out. Limited risk to achieve federal requirements. Project leadership has demonstrated expertise.

*16 points – 20 points* = This project is well developed and implementation will most likely be successful. The plan is well thought out and is realistic. Milestones and tasks are achievable and strong. The implementation plan is strong and likely to be successful. Project leadership has demonstrated expertise and skills. Federal requirements are likely to be met, with little to no risk involved.

*21 points – 25 points* = This project is completely developed and will most likely be successful. All key elements of the implementation plan have been carefully thought out, organized and planned. Project leadership has completed other projects similar in nature and scope without issues. Level of confidence is extremely high in project being completely successful. Obstacles to completion have been identified and a plan to address them has been created.

- **Budget/Funds Leveraged (From the *Budget Information Narrative* section of the Application Template and Attachments D or E)** – Considers the leverage of local funds, the quantity and quality of the jobs to be created and the overall energy and emission reduction (determined by the volume of fuel anticipated to be sold).

*1 point – 5 points* = This project has no additional funding sources leveraged or committed to this project (10-20%). No jobs are created or saved. Volumes of CNG used are extremely low, not estimated or not justified.

*6 points -10 points* = Leveraged funds for this project are questionable or insufficient (20-30%). CNG volumes are poorly estimated and justified.

*11 points -15 points* = Leveraged funds for this project reasonable. Funds provided by the GEO will account for a large percentage of the project funding, commitment from other partners has been identified (30-50%). CNG volumes estimates are reasonable but poorly justified or explained.

*16 points – 20 points* = Leveraged funds for this project are substantial. Funds provided by the GEO account for a small percentage of the project funding (50-75%). CNG volumes estimates are reasonable and well justified or explained.

*21 points – 25 points* = Committed partners will provide the majority of funding and are heavily invested in the project (75% and above). CNG volumes are reasonable and well justified or explained, and guarantee of savings are provided. All available funding incentives are being leveraged.

- **Geographical/Market Diversity ((From the following sections of the Application Template: *Project Site Information, Project Description, Project Leadership, Project Tasks and Milestone, Project Impacts*)** this grant will provide funding to a determined priority area effecting several markets.

*1 point- 5 points* = This project is in a region where project priorities are not established. This project will not bring additional stations or interests. The project has no local, regional or state impact if developed.

*6 points-10 points* =The project is in a region that can be deemed a priority, although not immediately located in the area designated. That project has some local, regional or state impact if developed. Some additional interest may arise, but is limited.

*11 points-15 points* =The project will be installed in a priority area but project may not have strong impact on local or regional developments or interests.

*16 points-20 points* =The project will be installed in a priority area and has some local, regional or state impact if developed. This project will help transform the local and regional interests and CNG markets.

*21 points-25 points* = Project is included in a priority area and will transform the local, regional and state market. It is a “one of a kind” for the region/market and will be considered “showcase” for the community. Project has the potential to spur new markets/technology interest and development in the region market.

### **C. Decisions**

Additional financial information may be requested by the GEO from applicants prior to final award determination.

Additional permitting information may be requested by the GEO from applicants prior to final award to determine the ability to ensure federal requirement compliance.

Funding is limited. Applications meeting all of the program's general policy guidelines may not necessarily receive an award.

The GEO reserves the right to delay any decision due to budgetary constraints.

The GEO reserves the right to vary from the criteria as necessary or appropriate based on guidelines given by Department of Energy.

Funding decisions are anticipated to be made on or near the 1<sup>st</sup> week of May, 2010 and applicants will be notified of the Selection Committee's determinations via email.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications. **Applicants must be aware the information provided in the application WILL be used in contracting.**

**Any changes in the scope of work after projects funds are awarded will not be allowed and can result in the nullification of the award.**

## **VI. Awarded Applicant Reporting and Payment Procedures**

### **A. Reporting**

All funding awards are conditioned upon veracity of information provided by the applicant and will require significant accountability and reporting. The following reporting requirements will be included in the GEO's Contract with Awarded Applicant (Grantee):

Unless otherwise provided in the Contract, the Grantee shall be responsible for the following reporting requirements. Such written analysis shall be in accordance with the procedures developed and prescribed by the State. Required reports shall be submitted to the GEO not later than the end of each calendar month, or at such time as otherwise specified. The preparation of reports in a timely manner shall be the responsibility of Grantee and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

#### **A.1 Monthly Progress Reports**

Grantee shall submit, on a monthly basis, a written progress report analyzing the performance under this Grant. The report shall refer to the status of work to be performed pursuant to this Grant and shall include a description of the deliverables and tasks completed during the reporting period. The report shall contain all associated DOE project metrics as identified by the GEO. In addition, the report shall include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report shall indicate clearly whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report shall include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which shall be subject to review and approval by the GEO prior to implementation.

#### **A.2 Monthly Financial Status Reports**

The Monthly Progress Report shall contain a Financial Status Report summarizing expenditures for federal funds and non-federal cost-share on a form to be provided to the Grantee by the GEO. Expenditures shall be shown for each line item on a month-by-month basis.

### **A.3 Final Reports**

Grantee shall produce and submit to the GEO Program Manager a Final Financial Status Report and a Final Narrative Progress Report of the project that shall provide a technical accounting of the total work performed, and shall contain a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology transfer of the project and shall include a financial status summary summarizing expenditures for federal funds and non-federal cost-share. The final report shall include a one page summarization of jobs created, jobs retained, economic impacts and environmental impacts of the project as well as any assumptions used to determine that information. Specific required reporting related to public information shall be included as part of this final report. This information will be used by the GEO's communications team to inform the public of project results via various strategies including press releases, case studies and on the GEO Web site. Please use this as an opportunity to document your achievements through the Project's work. Include the following:

- a. Project summary narrative: This should summarize the project achievements in no more than two paragraphs. Include, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, what audience the project served, and how much the project cost in total including how much of that was GEO funding. Include any project specific information that is not covered above.
- b. A summary of quantifiable metrics associated with the project along with a narrative description of the methodology behind those calculations. Depending on the project, this will include ARRA required metrics, such as jobs created/retained or energy saved, or project specific metrics such as number of individuals trained or number of workshops held.
- c. Project constituent testimonials/quotes: This should include press release worthy statements of the project's importance from participants and managers. For example, a school that received funding from solar panels can include a statement from the principal, the building energy manager and a teacher.
- d. Before and after photos if applicable. If the project allows for photos to communicate the work, please include electronic files with the final report. For example, if an inefficient boiler is replaced with a new efficient one, take photos of the old boiler as it is removed, and take photos of the new one when it is installed. If possible, try to get people in the photos.
- e. Include any associated maps, charts, graphs or graphics created as a result of the project.
- f. Include a list of the project's partners, and their logos.
- g. A summary of any communications to AND from the public associated with the project. For example, this could include press releases, advertising, event participation, speaking engagements or newsletters. In addition it should include any surveys results, frequently asked questions or other records of constituent correspondence gathered during the project.

- h. A media relations contact for the funded organization and a media relations contact for the project constituent.

The Final Reports shall be submitted in draft form for GEO's review not later than two weeks prior to the end date of the Grant term, with the final document due within two weeks thereafter.

## **B. Payments**

The following payment procedures will be included in the GEO's Contract with Awarded Applicant (Grantee):

### **B.1 Billing Procedures**

Payments shall be made in accordance with the provisions set forth in the Grant. The State shall pay Grantee the reasonable, allocable, and allowable costs for work performed based on satisfactory progress of the work defined in this Grant. Grantee shall be compensated only for work and services performed by Grantee and accepted by the GEO pursuant to the terms of this Grant. Payment shall also be contingent upon GEO's timely receipt and acceptance of required reports described herein. Grantee shall be reimbursed no more than once a month based on the submission of a Request for Payment and a Financial Status Report form provided by the GEO providing a detailed account of the amount of costs incurred relating to line items per the project budget. The GEO shall withhold payment of the final ten percent (10%) of the total amount until Grantee has submitted and the GEO has accepted all required narrative and financial progress reports enumerated in this Grant.

### **B.2 Proportionate Expenditure of Grantee Match**

The Grantee shall expend its non-federal match funds proportionately with the federal grant funds. For example, if the federal GEO grant funds have been expended by 25% by the end of the first month, then the Grantee's match funds should also be expended by approximately 25% by the end of the first month. The Grantee's Monthly Financial Reports shall state these percentages.